

CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY 2011 COMMUNITY/ECONOMIC DEVELOPMENT PROJECTS
APPLICATION

It is expected that the City of San Diego will receive approximately \$15 million for the FY 2011 CDBG Program which include funding obligations towards Section 108 loans, Fair Housing, Homeless Programs, and Administration costs.

IMPORTANT INFORMATION

1. **Premature commitments or expenditure of funds for proposed activities is prohibited. Project costs will not be eligible for CDBG reimbursement if they have been committed or spent prior to Environmental Clearance and execution of the sub-recipient agreement.**
2. **No allocation of CDBG funds will be made to a project of less than \$50,000 for this application process, unless funding at a lesser amount is necessary to complete a project within one year.**
3. **The proposed funding requested must represent amount needed to complete the project within 1-2 years. Phased (or installment) funding requests are prohibited.**
4. **A maximum total amount of \$100,000 will be available for the category of Non-Profit Capacity-Building (24 CFR 570.205).**
5. **All CDBG applicants must attend at least one mandatory workshop listed below in the Application Process Timeline table prior to the application deadline.**
6. **The CDBG Program will not accept faxed, e-mailed, incomplete or late applications. Those applications will be deemed ineligible for funding consideration.**
7. **No allocation of CDBG funds will be made to a project for which a CDBG application has not been received by the City.**
8. **All CDBG funds allocated to projects shall be used within three years of the date of the allocation, or such funds are subject to being reprogrammed by the City Council.**

If you have questions or need assistance, please contact CDBG staff at (619) 236-6476 or CDBG@saniego.gov. Additional application information can be found at: <http://www.sandiego.gov/cdbg/apps/index.shtml>.

Application Process Timeline:

November 24, 2009	Application Packets available
December 3, 2009	Application Workshop – 1 session (2:30 pm) BY APPOINTMENT ONLY
December 16, 2009	Application Workshop – 1 session (2:00 pm) BY APPOINTMENT ONLY
December 7-29, 2009	One-on-one technical assistance available BY APPOINTMENT ONLY
January 6, 2010	Applications due to CDBG Program Office at 5:00 PM
January 12-19, 2010	FY 2011 CDBG Applications appeal period for projects deemed ineligible
January 22, 2010	CDBG Application binders forwarded to City Council
March 2010	Public Hearing for City Council Adoption of CDBG Funding Recommendations
March 2010	Notification to Applicant regarding Allocations

DEADLINE: Wednesday, January 6, 2010, 5:00pm

One (1) Original Copy of the application and required documents is to be submitted to:
Angela Nazareno, CDBG Program Administrator
CDBG Program
1200 Third Avenue, Suite #1400

San Diego, CA 92101

**EXAMPLES OF ACTIVITIES ELIGIBLE FOR THE
CDBG COMMUNITY/ECONOMIC DEVELOPMENT PROJECTS APPLICATION
(Typically does not require construction permits.)**

- Minor residential rehabilitations (weatherization/energy-efficiency upgrades, installation of smoke detectors, faucet replacements, window replacements, installation of security devices)
- Tree Planting
- Code enforcement
- Direct homeownership assistance (e.g. loans or assistance in obtaining loans)
- Microenterprise assistance
- Special economic development activities
- Technical assistance to public or non-profit entities to increase the capacity to carry out neighborhood revitalization or economic development activities
- Non-profit organization capacity-building

**EXAMPLES OF ACTIVITIES NOT ELIGIBLE FOR THE
CDBG COMMUNITY/ECONOMIC DEVELOPMENT PROJECTS APPLICATION**

- ADA improvements (installation of elevators, renovation of bathrooms, public street curb cuts, installation of audible signals, etc.) to meet ADA requirements
- Renovation/Expansion of project space utilized by clients served
- Roof repairs
- Air-conditioner/heater Replacements for project space utilized by clients served
- Plumbing repairs for project space utilized by clients served
- Flooring replacement for project space utilized by clients served
- Seismic upgrades to project site utilized by clients served
- Installation of street lights
- Public services activities
- Activities to be conducted by applicant organizations as a Community-Based Development Organization (FY 2011 CBDO certification requests will be incorporated into a separate application for this category)

City of San Diego
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
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APPLICATION

[Office Use Only] NO: _____

I. LEGAL NAME OF APPLICANT ORGANIZATION:

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II. MAILING ADDRESS:

CITY:

ZIP CODE:

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III.

CONTACT PERSON/TITLE:

TELEPHONE:

E-MAIL:

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IV. TYPE OF ORGANIZATION: ☐ Non-Profit/501(c)3 ☐ Government/Public Agency ☐ For-Profit

V. AGENCY DESCRIPTION:

Date of Incorporation:		Prior CDBG Experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agency Tax ID Number:		If Yes, No. of Years? Total Amount?	
Faith Based Organization: <input type="checkbox"/> Yes <input type="checkbox"/> No		Total amount of funding?	
No. of Paid Staff:		Prior Other Federal Fund Experience	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Volunteers:		If Yes, No. of Years? Total Amount?	

Provide the Agency's Mission Statement:

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VI. PROPOSED PROJECT TITLE:

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VII. PROJECT ADDRESS:

CENSUS TRACT:

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VIII. FY 2011 CDBG FUNDING REQUEST:

a) Minimum Funding Request to Implement and Complete the Project:	\$
b) Amount of Other Funds <u>Secured</u> for the Project:	\$
c) Total Cost to Complete the Project:	\$

Continuation of a Previously Funded CDBG Project: (if Yes, answer below)	<input type="checkbox"/> Yes <input type="checkbox"/> No
a) Total Prior-Year CDBG Funds Awarded to Project by City:	\$

b) Total CDBG Funds Expended Through 12/31/09:

\$

IX. CDBG Eligible Activity Category for Project [Must select only ONE option.]

☐ Direct Homeownership Assistance
[24 CFR 570.201(n)]

☐ Code Enforcement – City Departments Only
[24 CFR 570.202(c)]

☐ Microenterprise Assistance [24 CFR 570.201(o)]

☐ Special Economic Development
[24 CFR 570.203(k)]

☐ Technical Assistance [24 CFR 570.201(p)]

☐ Non-Profit Capacity-Building [24 CFR 570.205]

☐ Minor Residential Rehabilitation
[24 CFR 570.202(b)]

X. PROJECT DESCRIPTION

Provide a description of the proposed project. Include an explanation of how the proposed project meets the criteria of the Eligible Activity selected. Indicate whether subcontractors and/or volunteers will be utilized to perform project activities.

XI. PROJECT BENEFIT

To be eligible for CDBG funding from the City, the project must meet the following National Objective: **Benefits low- or moderate (L/M) income persons.**

In order to be considered as benefiting low- or moderate income persons, an activity must fall into one of the categories below. Please check the applicable box for your project.

☐ Area Benefit – At least 51% of the residents within the targeted activity area are L/M income persons.

☐ Limited Clientele – To qualify under this subcategory, a limited clientele activity must meet one of the following tests. Please check the appropriate box.

☐ Clientele must be one of the following groups (please check which group best describes your clients):

☐ abused children
☐ elderly persons

☐ illiterate adults
☐ persons living with HIV/AIDS

- | | |
|--|---|
| <input type="checkbox"/> battered spouses | <input type="checkbox"/> migrant farm workers |
| <input type="checkbox"/> severely disabled persons | <input type="checkbox"/> homeless persons |
- (use census population report definition)

- ☐ At least 51% of the clientele served must be L/M persons
- ☐ The activity must be of such nature and a location that it may be reasonably concluded that the clientele will be L/M income persons
- ☐ The activity must serve to remove material or architectural barriers to the mobility or accessibility of elderly persons or of severely disabled adults
- ☐ Housing – The activity must result in housing that will be occupied by L/M income persons upon completion. The housing can be either owner- or renter-occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Jobs – “Special economic development” activities may meet the L/M Income Benefit national objective only in the following three ways:
 - ☐ Be located in a predominantly L/M neighborhood and serve the L/M income residents; or
 - ☐ Involve facilities designed for use predominantly by L/M income persons; or
 - ☐ Involve the employment of persons, the majority of who are L/M income persons (e.g., a retail clothing store which creates or maintains jobs principally for L/M income persons).

Provide a description of the target population and/or target area/neighborhood boundaries to be served. Indicate whether or not the project currently serves clients.

Method of data collection to track family size, ethnicity, income levels and/or residency.

Use of Computer Software: <input type="checkbox"/>	Manual Collection: <input type="checkbox"/>	Other: <input type="checkbox"/>
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XII. CONSOLIDATED PLAN GOALS

The funding priorities for this application process will be based on the City's approved Five-Year Consolidated Plan and will be prioritized by the City Council annually. The Consolidated Plan outlines a coordinated strategy to guide the City's efforts to address housing and community/economic development needs for the next five years. A citizen outreach effort was conducted to determine the needs and priorities of the City of San Diego. The following represents goals that can be addressed with the CDBG funds being made available through this application process for Capital Improvement Projects:

- ☐ Create a better living environment for persons with special needs.
- ☐ Improve the condition of the City's housing stock and facilities that serve special needs populations, including group homes.
- ☐ Create jobs for San Diegans in new industries with higher paying and promotional opportunities and expand local small businesses
- ☐ Support the continued revitalization of low and moderate income neighborhoods.
- ☐ Enhance capacity building of nonprofits, including those that provide fair housing assistance.

Explain how the proposed project addresses goal selected in the preceding page. Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increases and/or improvement to services provided.

XIII. PERFORMANCE OUTCOME MEASURES

As of 2006, the U.S. Department of Housing and Urban Development (HUD) has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Information obtained on the local level will be reported by the City to HUD, which will enable HUD to describe performance results as the National Level. HUD's outcome performance measurement system has objectives and outcomes which are listed below.

A. Select one of the following that best fits your project objective:

☐ Suitable Living Environment:

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.

☐ Creating/Expanding Economic Opportunity:

This objective applies to the types of activities related to economic development, commercial revitalization or job creation.

B. Select at least one of the following that best describes the outcome your project will achieve:

☐ New or Improved Availability/Accessibility:

This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.

☐ Affordability

This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.

☐ Sustainability:

This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

C. Anticipated Project Outcomes:

Complete the following chart to describe the most significant outcome(s) this project is expected to have on its participants. Tell how many households or individuals will realize each outcome and how each outcome will be measured. Copy chart and attach to describe additional outcomes, if applicable.

Outcomes:	Outcomes are not the activities of the agency, but the benefits for the participants. Outcomes are related to overall project effectiveness. Outcomes are NOT the number of persons served or the number of service units. Outcomes are the end result of providing the activity. Describe how participants will benefit and how many are expected to realize this outcome. What will be the benefits for the clients? Focus on outcomes within the organization's control, utilize reasonable available data and have conditions that are well defined and measurable.
Major Tasks:	Outline the major tasks/activities to be conducted by this project. Indicate the unduplicated number participants that will benefit from each major task/activity.
Outcome Measurements:	Describe evaluation tools, methods and benchmarks to measure achievement of each outcome. How will you measure the outcomes? How will the project's impact on participants be evaluated?

Outcome #1	
Major Tasks Necessary to Realize Outcomes	# of Participants
Outcome Measurements	

Outcome #2	
Major Tasks Necessary to Realize Outcomes	# of Participants
Outcome Measurements	

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Outcome #3	
Major Tasks Necessary to Realize Outcomes	# of Participants
Outcome Measurements	

Outcome #4	
Major Tasks Necessary to Realize Outcomes	# of Participants

Outcome Measurements

XIV. PROJECT SUSTAINABILITY

Were cost estimates for the project obtained from construction professionals to ensure appropriate funding levels were determined for feasibility? ☐ Yes ☐ No

CDBG is not a guaranteed funding source. Briefly describe how your project will be sustained should funds not be awarded as requested.

XV. PROJECT SITE INFORMATION

Age of Building:		Original Date of Construction:		Designated Historic Landmark: <input type="checkbox"/>
List Any Known Hazards: (ex. Asbestos, Storage Tanks – underground/above ground)				
Does the project result in an expansion of an existing facility? If Yes, specify size:				sq.ft. <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project site located in a designated Redevelopment area?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project site located in a designated Empowerment Zone?				<input type="checkbox"/> Yes <input type="checkbox"/> No

Lead Paint Information:

For building/structures constructed prior to December 31, 1978:	<input type="checkbox"/> N/A
a) Has a lead hazard inspection report been issued for the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Has facility been abated for lead paint	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Will children occupy the facility? If Yes, age range?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Environmental Information:

a) Has a Phase I Environmental Assessment been completed for project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Is the building/structure located in a Historic Site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Is the building/structure located in a Historic District?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Is site located in a Flood Zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Is site located in a Flood Plain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Does agency have flood insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

g) Will there be demolition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Site Control [NOTE: If the answer to a) is No, owner agreement must be submitted with this application.]

a) Agency owns property?	If Yes, date acquired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Agency leases property?	If Yes, lease expiration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Agency has option to purchase?	If Yes, lease expiration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) Other? Describe:			
e) Is there currently a lien on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Zoning [If zoning is not known, contact City's Development Services at (619) 446-5000]

a) Project structure type is:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Public Facility	<input type="checkbox"/> Public-Right-of-Way
b) What is the current zoning of the project site?				
c) Is the project site zoned correctly for the proposed activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If No, provide an explanation of efforts and timetable to change zoning or obtain a variance.				

XVI. ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled, whenever feasible. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf.

Will the completed project meet ADA standards for accessibility by the disabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, describe accessibility problems and method to address problems, including funding and timetable:		

XVII. EMPLOYMENT AND CLIENT PARTICIPATION

Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☐ Yes, currently
- ☐ No, currently
- ☐ Willing to adopt practice

XVIII. ORGANIZATIONAL CAPACITY

- a) Has your agency ever done this type of activity before?

☐ Yes☐ No
- b) Describe your organization’s experience with CDBG or other Federal grant programs:

- c) Describe your organization’s current capacity and staff qualifications in carrying out the proposed activity:

d) Describe your organization's administrative systems by checking each item that exists within your agency's organizational structure:

- ☐ Formal Personnel System – Are written procedures in place? ☐ Yes ☐ No
- ☐ Staff Salary Tracking System by Funding Source
- ☐ Audit System – Are formal written accounting procedures in place? ☐ Yes ☐ No
- ☐ Recordkeeping System/Separate Tracking for Each Funding Source
- ☐ Formal Written Cash Management Practices (Includes Proper Security Measures)
- ☐ Hard Copy Files and Computer Records Systems with Security and Back-up in Place
- ☐ Internal Monitoring/Evaluation System
 - Are written procedures in place? ☐ Yes ☐ No
 - Are procedures in compliance with Sarbanes-Oxley? ☐ Yes ☐ No
- ☐ Client Eligibility Verification
- ☐ Client Demographic Data Collection and Reporting System
- ☐ Procurement Policy – Are formal written procedures in place? ☐ Yes ☐ No
- ☐ Conflict of Interest Policies
- ☐ Client Grievance Policies
- ☐ Annual Fundraising/Revenue Generation
- ☐ Financial Oversight by the Board of Directors
- ☐ Program Oversight by the Board of Directors

e) If any gaps exist in your organization's administrative systems, describe what they are and how they will be addressed:

XIX. LIST OF FUNDING SOURCES FOR THE PROJECT

	AMOUNT SECURED	AMOUNT NOT SECURED	% OF TOTAL BUDGET
FY 2011 CDBG Request from City of San Diego			

List Other Sources Below:

CDBG Funds Awarded From Prior Fiscal Years			
Section 108 Loan Guarantee			
HOME			
ESG			
HOPWA			
CDBG-R			
NSP			

HPRP			
Other Federal Stimulus Funds			
Other Federal Funds			
State/Local Funds			
Private Funds			
Agency Matching Funds			
TOTAL PROJECT FUNDING SECURED FOR PROJECT			100%

XX. A. FY 2011 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT BUDGET

List the expenses that will be applied to only the CDBG-funded portion of the project's total budget, along with an explanation of how each expense is related to project delivery. Ensure that the budget reflects compliance with prevailing wages requirements. (Total budget amount should match Page 1, Section VIII, Minimum Funding Request amount.) Since full funding is not guaranteed, please rank the priority of each budget line item for completing your project. **NOTE: This proposed budget may be subject to change per the CDBG Program Office based on eligibility.**

LINE ITEM/TYPE	RANK	AMOUNT	JUSTIFICATION
Personnel			
Fringe Benefits			
TOTAL PERSONNEL			
Materials/Supplies: (specify)			
Postage:			
Publications/Printing:			
Rent:			
Equipment Rental:			
Utilities:			
Insurance:			
Audit:			
Other Expenses: (specify)			
Other Expenses: (specify)			
TOTAL NONPERSONNEL			
	PROJECT BUDGET (TOTAL AMOUNT OF PROPOSED CDBG-FUNDED PORTION)		

B. AGENCY FINANCIAL SYSTEM

***** DO NOT EXCEED THE SPACE ALLOCATED FOR EACH SECTION *****

1) <input type="checkbox"/> Cash Basis or <input type="checkbox"/> Accrual Basis.	2) Define Fiscal Year Term: From:		To:	
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City of San Diego
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
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XXI. CERTIFICATION OF APPLICATION

The undersigned acknowledges the following:

1. That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are reasonable. This application and all attachments are complete and accurate.
2. That submittal of an application for this project is not a guarantee of funding from the City of San Diego.
3. That the proposed project described in this application meets the following National Objective: Benefits low- or moderate (L/M) income persons, governing the use of CDBG funds.
4. That no revised applications may be made in connection with this application once the deadline for applications has passed, unless revisions and/or additional documentation are mandated by CDBG Program during their application review process.
5. That, if the project is funded, the City of San Diego reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
6. That, if the project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and the City of San Diego.
7. That, if the project is funded, the applicant shall comply with all federal and City policies and requirements, City procedures must be followed, as applicable to the CDBG Program.
- 8. That, if the project is funded, the applicant understands that HUD release of FY 2011 CDBG funds must be obtained by the City prior to the obligation of funds (execution of a written agreement).**
9. That, if the project is funded, the City will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement).
10. That if the project is a facility, the applicant shall ensure the facility is maintained and operated for its approved use throughout its economic life, with a minimum period of five years from completion of the project, if the project is funded.
11. That a project's funding does not guarantee its continuation in the City's subsequent action plans.
12. That proof of required insurance coverage will be submitted to the City prior to the execution of a written agreement. Applicant understands that the execution of a written agreement will be delayed until proof of required insurance is submitted to the City.
13. That written signatory authority from the applicant's governing body indicating who can execute written agreements/contracts and amendments on its behalf has been included with this application packet.
14. That, if the project is funded, sufficient funds are available from non-CDBG sources to complete the project as described.
15. That, if the project is funded, the proposed activities (project tasks) listed in this application may be implemented without delay upon the execution of a written agreement between the City of San Diego and the applicant.
16. That the proposed funding requested represents the amount needed to complete the project within 1-2 years. The applicant understands that phased (or installment) funding requests are prohibited for this application.

17. That the applicant understands that all CDBG funds allocated to projects must be expended within three years of the date of the allocation, or such funds are subject to being reprogrammed by the City Council.
18. That the applicant is fully capable of fulfilling its obligation under this application.
19. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required supporting documentation must be reviewed and accepted by assigned Contract Administrators or Project Managers prior to approval of payment to the applicant.
20. That, if the project is funded, all required federal and City certifications and assurances will be adhered to.
21. That the applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Circular A-87.
22. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project.
23. That the applicant does not have any unresolved audit findings for prior CDBG and/or other federal-funded projects.
24. That there are no pending lawsuits that have been filed against the applicant.
25. That the applicant understands that the City may verify any or all statements contained in this application packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.
26. That the applicant understands that, upon submission, this application packet becomes the property of the City of San Diego and will not be returned to the applicant in whole or in part.
27. That the undersigned has reviewed this application packet for completeness and accuracy and have approved the description, performance goals, budget, and other aspects of the described project listed in this application
28. That the governing body of the applicant organization authorizes the submission of this application.

Signature:

Print Name:

Title:

Date:

Organization Name:

Project Name: _____

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APPLICATION SUBMITTAL CHECKLIST-All Documents Required for Full Submittal

- ☐ 1. Application Packet: One (1) original application and all attached documents as listed below:
NOTE: CDBG STAFF WILL NOT MAKE CHANGES AND/OR ADJUSTMENTS TO CORRECT ANY ERRORS
- ☐ 2. Documentation of Good Standing from the State of California dated after November 24, 2009
- ☐ 3. Federal Tax Exemption Determination Letter
- ☐ 4. State Tax Exemption Determination Letter
- ☐ 5. FY 2009 fiscal documents
- ☐ For all non-profit agencies (NO EXCEPTIONS)
- ☐ Audited FY 2009 Financial Statements, AND
- ☐ Fully signed copy of the FY 2009 federal tax form 990, AND
- ☐ Fully signed copy of the FY 2009 State tax form 199
- ☐ For all governmental agencies
- ☐ Audited FY 2009 Financial Statements
- ☐ For ANY agencies that expended more than \$500,000 in federal funding for the year, the following must ALSO be included with the documents above:
- ☐ FY 2009 Single Audit
- ☐ 6. Written Financial Management Procedures
- ☐ 7. Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative (Executive Director, CEO, President) to sign the application.
- ☐ 8. Written documentation of all bidding process undertaken for the proposed project
- ☐ 9. Certification Regarding Lobbying
- ☐ 10. Certification Regarding Debarment and Suspension
- ☐ 11. Certification Regarding a Drug-Free Workplace

- ☐ 12. Certification Regarding the Civil Rights Act and Americans with Disabilities Act
- ☐ 13. Certification Regarding Section 3
- ☐ 14. Certification Regarding Use of Real Property
- ☐ 15. Certification of Compliance with Conflict of Interest and Procurement Policies
- ☐ 16. Assurance of Audit Requirements
- ☐ 17. Certification of Affiliation
- ☐ 18. Project Contact Information Form
- ☐ 19. Signature Authorization Form (original signature required) [No Self-Certification]
- ☐ 20. List of Current Board of Directors/Governing Board
- ☐ 21. Certification Regarding Board of Directors/Governing Board's Economic Interest
- ☐ 22. Contractors receiving \$500,000 or more of federal funding, when that funding represents more than 10% of the organization's annual budget, must submit salary and wage ranges for each of their job classifications, including actual executive salaries and benefits packages applicable for the contract period.
- ☐ 23. Job descriptions of all volunteers utilized for the proposed CDBG-funded project. The job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.

Do not include extraneous material, unnecessary packaging or letter of transmittal.

***** SUBMITTAL OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING *****

**** CITY USE ONLY ****

Submittal Type	Date Application Submitted	Time Received	City Staff Initials
<input type="checkbox"/> Hand Delivery			
<input type="checkbox"/> Mail Delivery			

FY 2011 CERTIFICATION REGARDING LOBBYING

By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief that it and its principals shall be in compliance with the following:

(1) Contractor shall not use, and require its subcontractors not to use, any of the funds, personnel, or materials received in connection with any agreement (contracts, grants, cooperative agreements) awarded by the City of San Diego to influence or attempt to influence any governmental decision or election in any manner whatsoever. This prohibition shall apply to any decision of any kind to be made by any electorate, legislative body, agency, bureau, board, commission, district, or any other instrument of federal, state, or local government. The term “influence or attempt to influence” shall mean the making, with the intent to influence, any communication to or appearance before any officer, employee, or appointee of any governmental entity, as well as any communication made to any electorate, regarding any ballot measure or candidate election.

(2) Contractor acknowledges that federal funds received from the City of San Diego for individual program(s) have been provided pursuant to a federal grant, and shall comply with the laws set forth at 31 USC section 1352 (1989) and 24 CFR 87.

(3) Contractor shall disclose any funds from any other source which have been paid by Contractor or its principals and agents within the last year to influence or attempt to influence decisions of the federal government by completing, signing, and submitting Standard Form LLL, “Disclosure of Lobbying Activities”. (24 CFR 87, Appendix B) Contractor understands that the duty to disclose lobbying activities is a continuing requirement, and therefore shall make such disclosures at the end of each calendar quarter in which there occurs any event requiring disclosure.

(4) Contractor shall require the language of this certification be included in the award documents for all subawards at all tiers (including subagreements, subcontracts, subgrants, and cooperative agreements exceeding \$100,000) and that all subrecipients shall certify and disclose accordingly.

This certification submitted to the City of San Diego is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Diego may terminate the contract for default.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

**FY 2011 CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, INELIGIBILITY AND OTHER
RESPONSIBILITY MATTERS**

(1) By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- (b) Have not within a three-year period preceding this award, have been convicted of or had a civil judgment rendered against them for: commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in 2. of the certification;
- (d) Have not within a three-year period preceding this award, had one or more contracts (Federal, State, or local) terminated for cause or default;
- (e) Will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency; and
- (f) Will require that the language of this certification to be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(2) "Principals", for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity.

(3) Where the undersigned is unable to certify to the statements listed in section (1) in this certification, an explanation shall be attached. The Contractor shall provide immediate written notice if, at any time prior to or during the negotiated contract period, the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(4) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (1) of this provision. The knowledge and information of Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(5) This certification submitted to the City of San Diego is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Diego may terminate the contract for default.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

**FY 2011 CERTIFICATION
FOR A
DRUG-FREE WORKPLACE**

A. Every person or organization awarded a contract or grant by the City of San Diego for the provision of services shall certify to the City that it will provide a drug-free workplace. By signing and submitting this certification, the undersigned certifies that it and its subcontractors shall provide a drug-free workplace by doing all of the following:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition.
- (2) Establishing a drug-free awareness program to inform employees about all of the following:
 - a. The dangers of drug abuse in the workplace.
 - b. The person's or organization's policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations.
- (3) Posting the statement required by subdivision (1) in a prominent place at contractors main office. For projects large enough to necessitate a construction trailer at the job site, the required signage would also be posted at the job site.

B. Contractors shall include in each subcontract agreement language which indicates the subcontractor's agreement to abide by the provisions of subdivisions (1) through (3) inclusive of Section A. Contractors and subcontractors shall be individually responsible for their own drug-free workplace programs.

C. This certification submitted to the City of San Diego is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Diego may terminate the contract for default.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

**FY 2011 CERTIFICATION
REGARDING COMPLIANCE WITH
CIVIL RIGHTS ACT AND AMERICANS WITH DISABILITIES ACT**

The organization listed below certifies that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964. Written documents outlining this organization's non-discrimination policy are on file and available for review.

It is further certified that this organization has reviewed its projects, programs, and services for compliance with all applicable regulations contained in the Americans with Disabilities Act of 1990. Written documentation concerning this review and corrective actions taken (if any) are on file and available for review.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

FY 2011 CERTIFICATION REGARDING SECTION 3

Section 3 contract thresholds for contractors and subcontractors is \$100,000. Some of the types of projects that are subject to Section 3 requirements include: housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine repair and replacement), housing construction and other public construction.

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701(u)(section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected, but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 USC 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 clause and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

**FY 2011 CERTIFICATION
REGARDING USE OF REAL PROPERTY**

The standards described in this certification apply to real property within the owner's control which was acquired or improved in whole or in part using CDBG funds in excess of \$25,000. These standards shall apply from the date CDBG funds are first spent for the property until five years after closeout of an owner's participation in the entitlement CDBG program or, until five years after the closeout of the grant from which the assistance to the property was provided per 24 CFR Part 270.505.

(a) An owner may not change the use or planned use of any such property (including the beneficiaries of such use) from that for which the acquisition or improvement was made unless the City provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and either:

(1) The new use of such property qualifies as meeting one of the national objectives in § 570.208 (formerly § 570.901) and is not a building for the general conduct of government; or

(2) The requirements in paragraph (b) of this certification are met.

(b) If the City determines, after consultation with affected citizens, that it is appropriate to change the use of the property to a use which does not qualify under paragraph (a)(1) of this certification, it may retain or dispose of the property for the changed use if the City's CDBG program is reimbursed in the amount of the current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, and improvements to, the property.

(c) If the change of use occurs after closeout, the provisions governing income from the disposition of the real property in § 570.504(b)(4) or (5), as applicable, shall apply to the use of funds reimbursed.

(d) Following the reimbursement of the CDBG program in accordance with paragraph (b) of this certification, the property no longer will be subject to any CDBG requirements.

Name of Property Owner

Signature of Property Owner

Date

Address of Property

Name of Organization/Contractor authorized to use above listed Property

FY 2011
CERTIFICATION OF COMPLIANCE WITH
CONFLICT OF INTEREST AND PROCUREMENT POLICIES

The undersigned certifies that the listed applicant organization is not in violation of, or has not participated, and will not participate, in the violation of the following Conflict of Interest and Procurement Policies:

24 CFR 570.611 and 24 CFR 576.57 (d) - Conflict of Interest

No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, nonprofit recipient that received CDBG or ESG amounts and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect to thereto, or the proceeds thereunder, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure, or for one year thereafter. HUD may grant an exception to this exclusion as provided in 24 CFR 570.611 (d) and (e).

OMB Circular A-110 - Codes of Conduct

The subrecipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated therein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the subrecipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. However, subrecipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standard of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the subrecipient.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

FY 2011
ASSURANCE OF AUDIT REQUIREMENTS

Subrecipients of Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) funding that expend \$500,000 or more in total Federal financial assistance in a year are responsible for obtaining an independent audit in accordance with the Single Audit Act of 1984 and OMB Circular A-133 as referenced in 24 CFR 85.26. The computation of the total of such assistance includes all Federal funds received by the entire entity. For purposes of determining the amount of Federal assistance expended, all Federal assistance should be considered, including that which is received directly from a Federal agency, or passed through a state or local government, or through non-profit organizations, or any combination thereof.

If a subrecipient expends less than \$500,000 per year in Federal financial assistance, it is exempt from Federal audit requirements. However, the subrecipient must still have records available for review by HUD or the City, and must comply with the CDBG Program audit requirements.

The undersigned attest that the listed applicant organization expended \$ _____ in the past fiscal year (FY 2009) in Federal financial assistance as defined above, and therefore an audit _____ **IS** _____ **IS NOT** required. Our most recent fiscal year ended _____.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Printed/Typed Name and Title of Authorized Certifying Official/Representative

FY 2011
CERTIFICATION OF AFFILIATION

List the names and positions of members of the Board of Directors, officers, workers or members of the organization who are an appointed member of a City Commission, Committee, or is a City employee. In none, so state.

[illegible]

**CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2011 PROJECT CONTACT INFORMATION FORM**

If the proposed project is funded, this form will be used to facilitate correspondence with the Project's staff. The individual listed as the Program contact should be able to respond to questions regarding the programmatic activities and reports. The individual listed as the Fiscal contact should be able to respond to questions regarding the fiscal activities and reports.

Please submit a new form each time any of the listed information is revised during this contract period.

(PLEASE TYPE OR PRINT)

ORGANIZATION/

CITY DEPT:

PROJECT:

GENERAL CORRESPONDENCE CONTACT:

NAME: _____	PHONE: _____
TITLE: _____	FAX: _____
MAILING ADDRESS: _____ _____	
E-MAIL: _____ _____	

PROJECT ADDRESS:

1 ST : _____	2 ND : _____
_____	_____
(For additional project sites, please attach a separate sheet)	

PROGRAM CONTACT:

	<u>PRIMARY</u>	<u>ALTERNATE</u>
NAME	_____	_____
TITLE:	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
E-MAIL:	_____	_____

FISCAL CONTACT:

	<u>PRIMARY</u>	<u>ALTERNATE</u>
NAME:	_____	_____
TITLE:	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
E-MAIL:	_____	_____

**CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2011 SAMPLE OF AUTHORIZED SIGNATURES**

Please provide the information listed below to certify the designated individuals authorized to sign documents on the agency's behalf. **Self-certification is not acceptable, a second signature is required. Please submit a new form each time any of the listed information is revised during this contract period.**

AGENCY: _____

PROJECT: _____

**AGENCY BOARD CHAIR/PRESIDENT CERTIFICATION OF DESIGNATED INDIVIDUALS
AUTHORIZED TO SIGN DOCUMENTS ON THE AGENCY'S BEHALF, AS SUBMITTED ON THIS
FORM**

NAME/TITLE: (Print) _____

SIGNATURE: _____

PRIMARY PERSON AUTHORIZED TO SIGN CONTRACTS AND AMENDMENTS

NAME/TITLE: (Print) _____

SIGNATURE: _____

**PRIMARY PERSON AUTHORIZED TO SIGN PROGRAMMATIC REPORTS AND SCOPE ADJUSTMENT
REQUESTS**

NAME/TITLE: (Print) _____

SIGNATURE: _____

**PRIMARY PERSON AUTHORIZED TO SIGN REQUESTS FOR PAYMENT AND BUDGET ADJUSTMENT
REQUESTS**

NAME/TITLE: (Print) _____

SIGNATURE: _____

**CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2010 SAMPLE OF AUTHORIZED SIGNATURES**

**ALTERNATE INDIVIDUALS AUTHORIZED BY
AGENCY BOARD CHAIR/PRESIDENT TO SIGN DOCUMENTS**

ALTERNATE PERSON AUTHORIZED TO SIGN CONTRACTS AND AMENDMENTS

NAME/TITLE: (Print) _____
SIGNATURE: _____

**ALTERNATE PERSON (1) AUTHORIZED TO SIGN PROGRAMMATIC REPORTS AND SCOPE
ADJUSTMENT REQUESTS**

NAME/TITLE: (Print) _____
SIGNATURE: _____

**ALTERNATE PERSON (2) AUTHORIZED TO SIGN PROGRAMMATIC REPORTS AND SCOPE
ADJUSTMENT REQUESTS**

NAME/TITLE: (Print) _____
SIGNATURE: _____

**ALTERNATE PERSON (1) AUTHORIZED TO SIGN REQUESTS FOR PAYMENT AND BUDGET
ADJUSTMENT REQUESTS**

NAME/TITLE: (Print) _____
SIGNATURE: _____

**ALTERNATE PERSON (2) AUTHORIZED TO SIGN REQUESTS FOR PAYMENT AND BUDGET
ADJUSTMENT REQUESTS**

NAME/TITLE: (Print) _____
SIGNATURE: _____

**FY 2011
CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
BOARD OF DIRECTORS/GOVERNING BOARD**

Please provide the following information for the members of the agency's Board of Directors or Governing Board. Please submit a new form each time any of the listed information is revised during this contract period.

AGENCY: _____

Name	
Title	
Business Affiliation	
Address	

Name	
Title	
Business Affiliation	
Address	

Name	
Title	
Business Affiliation	
Address	

Name	
Title	
Business Affiliation	
Address	

Name	
Title	
Business Affiliation	
Address	

Name	
Title	
Business Affiliation	
Address	

**FY 2011
CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
BOARD OF DIRECTORS/GOVERNING BOARD**

AGENCY: _____

Name	
Title	
Business Affiliation	
Address	

Name	
Title	
Business Affiliation	
Address	

Name	
Title	
Business Affiliation	
Address	

Name	
Title	
Business Affiliation	
Address	

Name	
Title	
Business Affiliation	
Address	

Name	
Title	
Business Affiliation	
Address	

Name	
Title	
Business Affiliation	
Address	

**FY 2011 BOARD MEMBER
DECLARATION OF ECONOMIC INTEREST**

- | | | | |
|---|--------------------------|--------------------------|--|
| 1. The proposed project may affect the market value of real property in the vicinity of the project site. | | | |
| a. Do you have a financial interest in real property located within 2,500 feet of the project site? | Yes | No | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. Have you rendered professional services concerning real property located within 2,500 feet of the project site? | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. Have received income from real property that is located within 2,500 feet of the project site? | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. The proposed project may affect businesses in the vicinity of the project site. | | | |
| a. Do you have financial interest in a business located within 2,500 feet of the project site? | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. Have you rendered professional services concerning a business that is located within 2,500 feet of the project site? | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. Have you received income from a business that is located within 2,500 feet of the project site? | | | |
| 3. Do you have a spouse or other family member who has a financial interest in any such real property or business? | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |

I certify that that the responses to the questions above are true and correct.

Name of Applicant Organization

Board Member Title

Board Member Name (Print)

Phone

Signature of Board Member

Date